



# MASSACHUSETTS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, INC.



## Pre-Conference Track 1: MASBO Academy MAY 17, 2022, 8:00am - 4:00pm Ocean Edge and Golf Resort, Brewster MA

### Agenda

**8:00am- Continental Breakfast**

8:30am-  
Welcome

9:00am-  
Human Resources

10:00am-  
Policy for You and Your District

**11:00am- Break**

11:15am-  
Understanding your District's Demographic

**12:15pm- Lunch**

1:15pm-  
Food Service

2:05pm-  
Transportation

**2:55pm- Break**

3:10pm-  
Facilities Management

4:00pm-  
Wrap Up

### Welcome

*Mary Ellen Normen, MASBO President, Lincoln Public Schools  
Diane Johnson, MASBO President- Elect, Cambridge Public Schools*

Meet and Greet Exercise

### Human Resources

*Dr. Thomas Campbell, Director of Human Resources, Dennis-Yarmouth Regional School District*

People are the essence of education, and a solid Human Resource understanding and practice is vital to all district operations. This session will help get you started on the right track!

### Policy for You and Your District

*Mary Ellen Normen, MASBO President and Administrator for Business and Finance, Lincoln Public Schools*

Understanding how the policy making process works in the public school environment and in the municipal arena is one of the most critical aspects of the School Business Administrator role. This session will share best practices in managing policy for your district and for yourself.

### Understanding your District's Demographics

*Dr. Jerome McKibben, McKibben Demographics*

This session will discuss the fundamentals of understanding the demographic composition of your community, and the implications for school enrollment changes.

### Food Service

*Robert Clickstein, School Business Administrator, Agawam Public Schools  
Elizabeth Moulton, Director of Food Services, Agawam Public Schools*

Students need to be fed to be ready to learn but running Food Service in a school system can be challenging if it's outside your area of expertise. This session will give you a framework to get caught up on the basics as well as the developing trends.

### Transportation

*Elaine Celi, Transportation Director, Lexington Public Schools  
Michelle Hulme, Transportation Director, North Kingstown Public Schools (RI)*

Transporting regular and special education students every day is a huge undertaking even in the smallest districts. It's also an important point of connection between the district and the parents which generates a lot of strong feelings in the community if things aren't going well. This session will help to further develop your understanding of what you need to understand about transportation management.

### Facilities Management

*Matt Gillis, Director of Operations, The Public Schools of Brookline*

If there was one area that COVID put into the spotlight, it was Facilities Management. Ventilation and air exchange are now topics of frequent parent discussion in a way unimaginable just three years ago. This session will strengthen your understanding of how to keep your district out of hot water (or keep the hot water flowing) as you tackle the responsibilities of keeping the schools safe and healthy.

Presented by:



Attendees will earn 5.5 PDPs

MASBO, 11 GROVE STREET, 3RD FLOOR, HOPKINTON MA 01748

978-452-7044

ADMIN@MASBO.ORG